for Council Meeting of March 28, 2006

BUSINESS LICENSES

No report was provided.

HUMAN RESOURCES

New hires and terminations for the period of March 7 to March 17, 2006

New HiresPositionDepartmentHeather BiddulphDeputy Town AttorneyLegalTim DeikeAirport DirectorAirportDaniel Umbaugh IIIGIS TechnicianPlanning & Zoning

Promotions

None

Transfers

None

Separations

Joanne Olson Crime Scene Specialist Police

PLANNING, ZONING & DEVELOPMENT

CURRENT PLANNING DIVISION

DI ANG DELIVERADO DI DING GIVE D	PLAN REVIEW	ACTIVITY						
PLANS REVIEWED DURING THE PERIOD OF: MARCH 6, 2006 – MARCH 20, 2006								
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description					
Catoctin Circle Center TLES-2005-0012 (0-100 block of Catoctin Circle)	Easement Plat	3 rd	Proposal to create various easements related to the construction of a 99,200 square foot retail center (including a restaurant and office/retail uses) and related infrastructure.					
Potomac Crossing Church of Latter Day Saints TLES-2005-0014 (800 block of Balls Bluff Road, NE)	Easement Plat	3 rd	Proposal to create various easements related to the construction of a 16,600 square foot church.					
Truckers Supply No LMIS # required (200 block of Church Street, SE)	Drainage Exhibit Plan	1 st	Proposal to depict drainage related to construction of office building.					
Leesburg Commerce Center No LMIS # generated by E&PW (161-163 Fort Evans Rd NE)	Right-of-Way Plat	3 rd	Proposal to dedicate street right-of-way in relation to the construction of 91,816 square feet of office and retail uses in two 3-story buildings on 5.4 acres.					
Leesburg Veterinary Specialists No LMIS # generated by E&PW (165 Fort Evans Rd NE)	Easement and Right-of- Way Plat	3 rd	Proposal to dedicate street right-of-way and creation of various easements in relation to the construction of a 18,300 square foot veterinary clinic.					
Cornerstone Chapel Building Addition TLDW-2005-0005 (742 Miller Drive SE)	No Adverse Impact Plan	3 rd	Proposal to construct a 3,600 square foot building addition onto a church daycare facility.					
Oaklawn Townhouses, Section 1 TLFS-2006-0001	Final Subdivision Plat	1 st	Proposal to subdivide lots to allow for the construction of 86 townhouses and related infrastructure.					
Commerce Bank TLSE-2005-0006 (500 block of East Market Street, NE)	Special Exception Referral	3 rd	Proposal to construct a bank with drive-thru on a pad site in the Leesburg Plaza parking lot.					
Star Pontiac, Buick, GMC Building Expansion TLRD-2005-0011)	Minor Revision to Approved Development Plan	1 st	Proposal to make minor site revisions to the building expansion.					
Waterside @ Tuscarora Creek	Minor Subdivision Plat	3 rd	Proposal to subdivide a tract of land into two 10-acre parcels and one 20-acre parcel.					
Leesburg Commerce Center TLPF-2005-0006 (161-163 Fort Evans Rd NE)	Preliminary/Final Development Plan	3 rd	Proposal to construct 91,816 square feet of office and retail uses in two three-story buildings on 5.4 acre.					
Leesburg Veterinary Specialists TLPF-2005-0005 (165 Fort Evans Rd NE)	Preliminary/Final Development Plan	3 rd	Proposal to construct an 18,300 square foot veterinary clinic.					
Kincaid Forest, Battlefield Parkway TLPF-2005-0009 (Southwest corner of Kincaid Boulevard and Battlefield Parkway)	Final Development Plan	2 nd	Proposal to construct a section of Battlefield Parkway from Tavistock Drive to Kincaid Boulevard.					
Arcadia Office Building, Sycolin Road TLPF-2005-0010 (33 Sycolin Road, SE)	Preliminary/Final Development Plan	2 nd	Proposal to construct a 29,646 square foot office building.					
River Creek Village TLPF-2005-0008 (1400 block of Edwards Ferry Road)	Preliminary Development Plan	2 nd	Proposal to construct 133, 000 square feet of retail and office including one stand alone sit-down restaurant.					

ZONING DIVISION
Zoning Permits Issued Residential

None

Zoning Permits Issued Commercial

None

Occupancy Permits Issued Residential

3 SFA – Potomac Station

5 SFD – Stowers

4 SFA – Potomac Crossing

Occupancy Permits Issued Commercial

17 Catoctin Circle- Tup Tim Thai Restaurant 241 Fort Evans Road, Suite 677 – Stride Rite – Outlet Mall

WATER & SEWER ADMINISTRATION

During this time frame there were:

- <u>4</u> Public Facility Permits were issued totaling \$39,436.
- 16 work orders issued for meter sets
- <u>10</u> requests for occupancy inspection were issued.

Capital Projects Update

- Six plans and five right-of-way permits were received and reviewed with no requests for water and sewer system computer modeling.
- The contract for Carr Tank 2 and the Rt. 643 Tank designs were awarded to the engineering firm of Hazen and Sawyer who are currently reviewing the changes to the contract.
- Miscellaneous water system improvements main infrastructure on Wirt Street have been completed. The service connections and paving repairs are next on schedule.
- Six proposals were received in response to the Lower Sycolin Sewer Conveyance System RFP. The proposals have been reviewed and the top two firms have been ranked. Staff is currently reviewing the cost proposals.
- The Federal Aviation Administration has approved the tank height for the Rt. 643 elevated tank east of the airport.

UTILITY LINES DIVISION

Summary Programs

- There were 2 new connections to the Town's utility system.
- Staff responded to 408 requests to locate utilities (Miss Utility).

TOWN OF LEESBURG

Full-Time and Part-Time vacancies as of March 17, 2006

Department		Position Title	Date of	Ad	Apps	Prelim	Final	Offered	Accepted
			Vacancy	Placed	Rcvd	Interview	Interview		
Balch	1	Library Reference	1/26/06	√	1				
Library		Specialist							

1	Transition of the second	T	r	,		_		-	1
Eng & PW	1	Senior Engineer (Plan Review)	7/14/05	√	\				
	1	Maint. Worker I (Buildings)	7/28/05	1	√	√	1	1	
	1	Admin Assoc I	11/15/05	V	√	1	\ √	1	
	1	Maintenance Worker III (Streets Div)	1/12/06	Internal Recruitment	1	1	1	1	٧
Finance	2	Parking Enforcement Officers (PT)	12/06/05	1					
Human Resources	1	HR Director	6/30/05	1	1	1			
Parks & Recreation	1	Outdoor Facilities Supervisor	2/10/06	1	1	1	1	1	1
	1	Building Supervisor (PT)	3/6/06	√					
Planning & Zoning	1	Sr. Planner	10/21/05	1	1	1	٧		
	1	Urban Forester	3/14/06	1					
Police	4	Police Officer I	4/7/05	1	1	√			
Touce	1	Police Records Assistant	1/9/06	V	Ì	V	1	1	1
	1	Crime Scene Specialist	3/1/06	1	٧	1			
	1	Communications Tech	1/27/06	1	1	٧			
Total	19								

John Wells Town Manager